TATE OF CALIFORNIA – PERSONNEL ADMINISTRATION

EPORT OF PERFORMANCE
OR PROBATIONARY EMPLOYEE

TD. 636 (REV 8/2002)

☑ FIRST
☐ SECOND
☐ THIRD

AME (Last)	First	Initial	SOCIAL SECURITY NUMBER	REPORT DATE
Nicholson-Bassham	Debra	M	On-File	10/17/2014
IVIL SERVICE TITLE: AGPA			POSITION NUMBER: 680-104-5393-005	DATE PROBATION ENDS: 1/30/2015
EPARTMENT NAME: CPUC	DIVISION / UNIT: Admin Svs / Human Resources		EMPLOYEE'S HEADQUARTERS: San Francisco, CA	

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS

QUALIFICATION FACTORS	RATINGS ARE INDICATED BY "X" MARKS			
	UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
1. **SKILL**–Expertise in doing specific tasks; accuracy; precision, completeness, neatness, quantity.			X	
2. **KNOWLEDGE**–Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental subject matter.			X	
3. **WORK HABITS**–Organization of work; care of equipment; punctuality and dependability; industry; follows good practices of vehicle and personal safety.				X
4. **RELATIONSHIPS WITH PEOPLE**–Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.				X
5. **LEARNING ABILITY**–Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.				X
6. **ATTITUDE**–Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.				X
7. **COMMUNICATION**–Exhibits aptitude toward good writing and verbal skills, can give concise information in working situations.				X
8. **ABILITY AS SUPERVISOR**–Proficiency in training employees and planning, organizing, assigning and expediting work; leadership; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.				
9. **ADMINISTRATIVE ABILITY**–Promptness of action; soundness of decision, application of good management practices; understanding and effective implementation of departmental and SPB personnel management policies related to equal employment opportunity and affirmative action.				
10. **FACTORS NOT LISTED ABOVE** *(Use additional sheets if more space is needed.)*				
OVERALL RATING–The overall rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.				

COMMENTS TO EMPLOYEE–*(Supervisor should include factual examples of exceptional or poor work and give suggestions as to how performance can be improved. Factor and overall ratings of unacceptable and overall ratings of outstanding must be substantiated. Use additional sheets if more space is needed).*

Debra demonstrates great potential for fulfilling her role thoroughly and creatively, while applying current learning theory and best training practices for the advancement of the work and mission of Human Resources Branch, Administrative Services Division, and the CPUC.

Debra demonstrates good listening skills and comprehends the complex systems that we employ for managing the work we process. She also possesses requisite skills and abilities for conducting all logistical and administrative aspects of the job.

In terms of areas for improvement (Qualification Factor 1), as we begin developing original training materials, Debra and I have established that we will work closely in more defined phases of development so that work effort is best aligned with desired outcomes that she may not yet fully understand.
Debra is becoming a valued contributing member of the Learning and Development Unit and is positively contributing to our goals.

Rater discussed report with employee ☑ YES ☐ NO

I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS ☐ YES N/A ☐ NO
(To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.)

RATER'S SIGNATURE | TITLE: Training Officer II | DATE SIGNED: Oct 17, 2014

In signing this report I do not necessarily agree with the conclusions of the rater.

EMPLOYEE'S SIGNATURE | DATE SIGNED: Oct 17, 2014 | ☐ I would like to discuss this report with the reviewing officer. N/A

I concur in the ratings given by the rater. I have made no change in this report.

REVIEWING OFFICER'S SIGNATURE | DATE SIGNED: 10-17-14 | AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON DATE

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STATE OF CALIFORNIA – PERSONNEL ADMINISTRATION

REPORT OF PERFORMANCE FOR PROBATIONARY EMPLOYEE

STD. 636 (REV 8/2002)

☐ FIRST ☑ SECOND ☐ THIRD

NAME (Last First Initial)	SOCIAL SECURITY NUMBER	REPORT DATE
NICHOLSON-BASSHAM DEBRA	On-File	12/5/14
CIVIL SERVICE TITLE	**POSITION NUMBER**	**DATE PROBATION ENDS**
AGPA	104-5393-005	1/30/15

DEPARTMENT NAME	DIVISION / UNIT	EMPLOYEE'S HEADQUARTERS
CPUC	ADMIN SERVICES/HR	SF

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS

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	UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
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2. **KNOWLEDGE**–Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental subject matter.				✓
3. **WORK HABITS**–Organization of work; care of equipment; punctuality and dependability; industry; follows good practices of vehicle and personal safety.				✓
4. **RELATIONSHIPS WITH PEOPLE**–Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.				✓
5. **LEARNING ABILITY**–Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.				✓
6. **ATTITUDE**–Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.				✓
7 **COMMUNICATION**–Exhibits aptitude toward good writing and verbal skills, can give concise information in working situations.				✓
8. **ABILITY AS SUPERVISOR**–Proficiency in training employees and planning, organizing, assigning and expediting work; leadership; understanding of and effectiveness in implementing departmental and SPB personnel management policies including equal employment opportunity and affirmative action.				
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Debra continues to demonstrate thoughtful, coordinated, and complete work towards the advancement of the unit's and Human Resources' training objectives.

Debra is well-versed and capable of successfully executing many complex administrative training duties of the unit, including: client services tasks through the HR Request System; administering employee-required training certificates and related e-logging/filing; facilitation of in-person training events spanning multiple dates and locations, including: facility reservation, participant mass-communication, IT and reprographics coordination, logging of completion records, and post-training follow-up.

Debra is proactive and welcomes new assignments. She completes assignments with quality and timeliness. Debra has gained mastery of the core functionality of our course development software: Articulate Storyline; from product initiation, content framework and layout, pagination and time controls, incorporation of media, and publishing to our delivery platform.

Rater discussed report with employee ☑ YES ☐ NO

I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS (To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.) ☐ YES ☐ NO

RATER'S SIGNATURE	TITLE	DATE SIGNED
[signature]	Training Officer	12/5/2014

In signing this report I do not necessarily agree with the conclusions of the rater.

EMPLOYEE'S SIGNATURE	DATE SIGNED	☐ I would like to discuss this report with the reviewing officer.
Debra Nicholson Bassham	12/5/14	

I concur in the ratings given by the rater. I have made no change in this report.

REVIEWING OFFICER'S SIGNATURE	DATE SIGNED	AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON DATE
Lynn Doughty	12514	

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Debra Nicholson-Bassham CPUC Performance Reviews

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NAME (Last)	First	Initial	SOCIAL SECURITY NUMBER	REPORT DATE
NICHOLSON-BASSHAM	DEBRA		XXXX	1/30/14
CIVIL SERVICE TITLE: AGPA			POSITION NUMBER: 104-5393-005	DATE PROBATION ENDS: 1/30/15
DEPARTMENT NAME: CPUC	DIVISION / UNIT: ADMIN SERVICES/HR		EMPLOYEE'S HEADQUARTERS: SF	

YOUR WORK PERFORMANCE WILL DETERMINE WHETHER YOU OBTAIN PERMANENT CIVIL SERVICE STATUS

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	UNACCEPTABLE	IMPROVEMENT NEEDED	STANDARD	OUTSTANDING
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2. **KNOWLEDGE**–Extent of knowledge of methods, materials, tools, equipment, technical expressions and other fundamental subject matter.				✓
3. **WORK HABITS**–Organization of work; care of equipment; punctuality and dependability; industry; follows good practices of vehicle and personal safety.				✓
4. **RELATIONSHIPS WITH PEOPLE**–Ability to get along with others; effectiveness in dealing with the public, other employees, patients or inmates.				✓
5. **LEARNING ABILITY**–Speed and thoroughness in learning procedures, laws, rules and other details; alertness; perseverance.				✓
6. **ATTITUDE**–Enthusiasm for the work; willingness to conform to job requirements and to accept suggestions for work improvement; adaptability.				✓
7. **COMMUNICATION**–Exhibits aptitude toward good writing and verbal skills, can give concise information in working situations.				✓
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OVERALL RATING–The overall rating must be consistent with the factor ratings and comments, but there is no prescribed formula for computing the overall rating.				✓

COMMENTS TO EMPLOYEE–*(Supervisor should include factual examples of exceptional or poor work and give suggestions as to how performance can be improved. Factor and overall ratings of unacceptable and overall ratings of outstanding must be substantiated. Use additional sheets if more space is needed).*

Debra contributes thoughtful, coordinated, and complete work towards the advancement of the unit's and Human Resource's training objectives.

In addition to her demonstrated knowledge, skills, and abilities identified and reflected on the two prior positive probationary reports, Debra has further extended the unit's productive capabilities through our use of digital video recording, editing, and production work for the purposes of developing trainings, video resources, and multi-media communications.

Debra is a valued contributing member of the Learning and Development Unit and Human Resources Branch.

Rater discussed report with employee ☑ YES ☐ NO

I RECOMMEND YOU BE GRANTED PERMANENT CIVIL SERVICE STATUS (To be checked only on Final Report. If the probationer is rejected, notification must be given as prescribed by Government Code Section 19173.) ☑ YES ☐ NO

RATER'S SIGNATURE: [signature] TITLE: Training Officer II DATE SIGNED: 1/30/2015

In signing this report I do not necessarily agree with the conclusions of the rater

EMPLOYEE'S SIGNATURE: [signature] DATE SIGNED: 1/30/2015 ☐ I would like to discuss this report with the reviewing officer.

I concur in the ratings given by the rater. I have made no change in this report.

REVIEWING OFFICER'S SIGNATURE: [signature] DATE SIGNED: 2-3-15 AS REQUESTED, REVIEWING OFFICER DISCUSSED REPORT WITH EMPLOYEE ON DATE

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